

07.24.2014 EC

Present: FX, Raphael, Stepan, Maurik, Takashi, Tim, John

Please send comments/corrections to the EC mail list.

1. Preparing the Schedule request. Stepan has been waiting for a web version for request submission to appear. He'll check if it will be ready soon. It's overdue.

Once ready, Stepan will send around a draft of the request for comments. He was urged to ask for particular help if that is needed on one item or another.

Stepan reported on discussions with Rolf. He learned we need only submit the request for calendar 2015 (= Appendix A). We can request 25 PAC days, 21 as per our request for approval to the lab, and an additional 4 for HPS-specific beamline commissioning. The time we take beam commissioning in 2014 will not be counted against us. If we make great progress and do some real detector commissioning in 2014, that time may be counted against the above.

2. Scheduling shifts

We discussed John's slides [Planning HPS Shifts.pptx](#). We took the following decisions:

A. Beamline commissioning shifts will run Oct 10 to Nov 21. How they will be staffed will be worked out in the beamline meeting, with input from Stepan and FX. Basically, locals plus some SLAC beam line people will help. Stepan will serve as Run Coordinator. Is another RC needed in addition? No credit for shifts cancelled at least 3 days ahead in this beamline commissioning period.

B. Regular shifts will run Nov 22-Dec 22. We may consider excusing Europeans from shift taking in this period, if the schedule looks very uncertain. We'll man every day, swing, and graveyard shift despite time sharing arrangements with CLAS construction. Shifts will be in 5 day blocks. Shifts will need expert, worker, and RC. A subsystem expert must be available at JLAB for all shifts. Stepan will decide who is expert and who is worker. John will establish the institutional representatives for each institution. Subsystem leaders will be asked to compile lists of subsystem experts. Subsystems should assign 1 week shifts to experts ahead of time, so institutions will know remaining shift requirements. Stepan and John will decide RCs for this period. RCs will have 2 week tour of duty. Credit/responsibility for shifts will include the entire 2014/2015 run period, of which we're scheduling just 2014 for now.

C. We'll review procedures, lists of experts and workers, RC candidates, institutional reps, and subsystem expert assignments next meeting, with the goal of being ready to send specific instructions to Bryan for how to generate shift assignments.

3. HPS Technical Notes. It is past time to get this started. Stepan will discuss a system for HPS technical notes at the next Wed meeting.